

Council Appointee Evaluation Form

Mary Jane Grubb

Municipal Court Clerk

March 2020

Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas

- Identify goals and objectives to be met during the upcoming performance period.
- Identify key issues and result areas

Government that Works for All of Us – Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

1. Staff Development

- a. Continue to implement strategies identified by focus groups to improve the Listening to the Workforce results. Below are the remaining strategies to implement; these will be implemented in stages. FY 2020 and 2021
 - Increased training on performance measures (individual and organizational)
 - Supervisor and staff training on effective evaluation processes (SSPR)
 - Enhance the professional development of staff by creating an internal “Court Supervisor” program inspired by the National Center for State Courts’ (NCSC) model
 - Restructure of our intranet site (SharePoint)
 - Request for certification incentive pay
 - Request for the reclassification of the position of Court Clerk Assistant

PRIDE Values: Public Service & Engagement, Responsibility and Accountability, Diversity & Inclusion, Innovation & Sustainability, Ethics and Integrity

2. Resources – New Case Management Software

- a. Continue to monitor and provide support to ensure that the project does not experience further delays. Current “go live” date is slated for the spring of 2021.

PRIDE Values: Public Service & Engagement, Responsibility and Accountability

3. Strategic Planning

- a. Restructure the management team FY 2020
- b. Create formal strategic plan this is in alignment with SD23 and resolution # 2017-1214-060; FY 2021

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